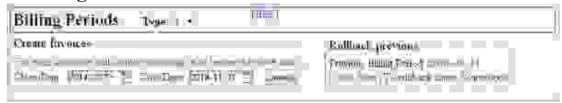# Billing Periods

Closing & Reverting

By default, PH will show the date for the next billing period to be closed. "Create Invoices" will generate invoices for all un-invoiced ON OR PRIOR TO the close date. Even if you created a charge with a very old date, it will get added to an invoice in this billing period.

"Rollback previous" will remove all the invoices from the most recent close date. It allows you to review detail in the actual form of invoices. You can remove and recreate them as often as you wish, **but don't remove them if you have sent any of them out**.

Print Invoices

In the first column, you can check off the invoices you want to print.

You can use the checkboxes above the table to show or hide invoices you may or may not wish to print.

Print Invoices for: 2015-07-15   [Help]

Use filter to include/exclude invoices to print
Options: ☑Show Printed   ☑Show $0 invoice   ☑Show Credit invoices   ☐Show Past Due   ☑Show No Paper

	Associate	Invoice	Invoice Date	Balance Forward	Credits	Debits	Invoice Amount	Printed	Emailed
	Print Selected (opens pdf in new window)								
☐		L7590	07/15/15	0.00	0.00	35.00	35.00	07/22/15	
☐		L7591	07/15/15	917.00	0.00	600.00	1517.00	07/16/15	07/17/15
☐		L7592	07/15/15	33.00	33.00	0.00	0.00	07/16/15	
☐		L7593	07/15/15	0.00	0.00	60.00	60.00	07/16/15	07/17/15
☐		L7594	07/15/15	60.00	30.00	0.00	30.00	07/16/15	